

CONCISE BOOK FOR INPAGE USERS

INPAGE SHORTCUT KEYS & CONCISE GUIDE



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InPage Shortcut Keys & Concise Guide

Table of Contents

- 1. Introduction To Inpage**
- 2. Shortcut Keys**
- 3. Fonts**

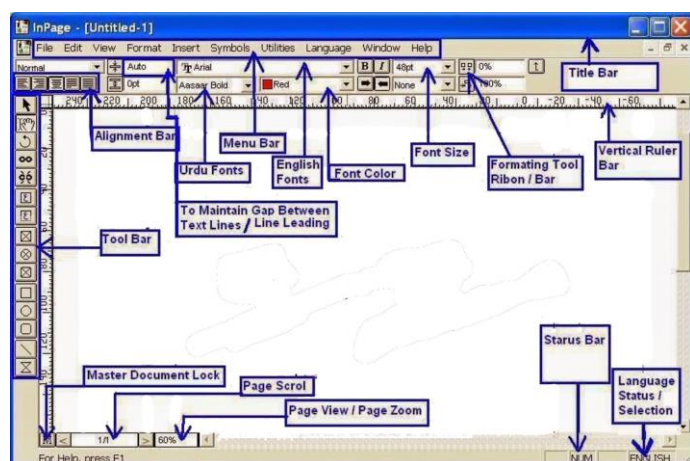
INPAGE

What is INPAGE?

INPAGE Application is a word processing application that is used for professional and personal use for creating documents in Urdu, English, Pashto and Sindhi Language. It is mostly used for newspapers, books writing and magazines that need to be written in Urdu or Arabic, Sindhi and Pashto languages. These languages are most commonly spoken in Pakistan and India.

Elements of INPAGE Interface

Following are the elements of INPAGE interface.



Title Bar:

The First bar of the Application is called title bar which contain the close, Maximize, minimize button on right side on the very top of the interface and on the left side of the title bar contain Command button and The Application Name with user file name.

Menu Bar:

The second bar is called menu bar which contain different menus and each menu contain different command which are used for creating and editing of the file.

Menu bar contain the following item:

1. File Menu
2. Edit Menu
3. View Menu
4. Format Menu
5. Insert Menu
6. Symbol Menu
7. Utilities Menu
8. Language Menu
9. Window Menu
10. Help Menu

Option Ribbon:

When we select any tools from Tool bar then the related option are appear in the option Ribbon for example if we select Text Box Form tool Bar Then The Text Box Formatting option are appear in Option Ribbon.

Tools Bar:

On the very left side of the Inpage interface a bar is called Tools Bar. Which contain different tools which are used in Inpage application.

Ruler:

There are two Ruler in inpage interface.

One is on the top of the working page and other is on left of the working page. These Ruler are used for measuring of the page width and length.

Scroll Bar:

On right and bottom of the page two scroll bars are placed for moving the page up/down and left to right.

Status Bar:

This bar is placed at very bottom of the page which display the messages about user operation for example caps lock information etc.

Master Button:

At the bottom of the Inpage Interface and very left in the status bar a button with M caption, is placed for creating master page.

Zoom Bar:

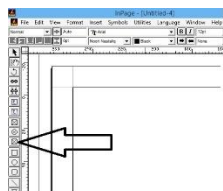
A zoom bar are used to page zoom in and out. This is placed in the bottom of the interface.

Language Button:

In status bar on the very right and bottom of the page a button is placed called Language button which is used for changing the writing language URDU to ENGLISH and ENGLISH to URDU.

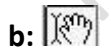
Inpage Tool bar

This would be “Tool bar” of your Inpage Document”

**TOOL BAR:**

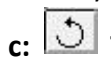
a: This is an Arrow tool or Selection tool of your Inpage Document.

The Arrow Tool or the Selection Tool lets you select objects. This allows you to move, modify, cut, paste, duplicate the objects.



b: This is an IBeam or Hand tool of your Inpage Document.

The IBEAM Tool lets you click inside a textbox thus enabling you to enter into a Text Editing Mode. It also allows you to enter into a Picture Editing Mode if you click with this tool inside a picture box.



c: This is a Rotation tool



d: This is link text chain tool.

Text Boxes can be linked in a chain so as to allow the text to flow from one Text Box into another. A Text Box can be linked to an existing Text Box in two ways.

Linking to a Selected Text Box, Default Text Chain, Unlinking of Text Boxes, Linking of Title Text Boxes

❖ **Linking Text Boxes:**

First select the Linking Tool. This will display all the textboxes with its **inlink** and **outlink**. **Inlink** is either marked cross(X) i.e. this text box is the first box in this text chain or there is an incoming arrow from the linked textbox. **Outlink** is again either marked cross i.e. this textbox is the last textbox in the chain or it has an outgoing arrow and points to the textbox it is linked to.

When you wish to link two unlinked textboxes, you need to follow these steps—

- Click on the first textbox.
- At this point the outer boundary of this textbox will start blinking.
- Now click on the second textbox.
- An arrow drawn from first to second textbox will signify that the textboxes have been linked.
- These steps can be repeated to create a text chain.

e:  **This is an unlink text chain tool.**

❖ **Unlinking of Text Boxes:**

First select the Unlinking Tool. This will display all the textboxes with its **inlink** and **outlink**. **Inlink** is either marked cross(X) i.e. this text box is the first box in this text chain or there is an incoming arrow from the linked textbox.

Outlink is again either marked cross(X) i.e. this textbox is the last textbox in the chain or it has an outgoing arrow and points to the textbox it is linked to.

* When you wish to unlink two linked textboxes, you need to follow these steps—

- Click on the second textbox.
- The **outlink** of the first box and the **Inlink** of the **second** textbox will be marked with cross. This signifies that the textboxes have been unlinked.

f:  **This is a Text box tool.**

The Text Box defines the bounds within which the text can be entered.

Creating, Selecting, Moving, Resizing, Border, Runaround, Inset, Columns, Text Edit Mode

Selecting a Textbox:

- ✓ To select a textbox you need to carry out the following steps—
- First select the Arrow Tool.
 - Move the mouse so that the arrow cursor gets displayed over the textbox.
 - Click the mouse button on top of the textbox.
 - The textbox gets selected with eight handles appearing in black.
 - If the textbox is locked then the eight handles appear in gray color.

g:  **This is a Title text tool box.**

Title Text Box is a Text Box with text bounds only on three sides. The fourth side is floating and is actually decided by the amount of text inside the Title Text Box. Thus for a Vertical Line Direction, the left of the box is flexible and for a Horizontal Line Direction, the bottom is flexible. As you enter text into Title Text Box, the flexible side gets recalculated.

A Title Text Box is used for headlines, page numbers etc.

Creating, Selecting, Moving, Resizing, Border, Runaround, Inset, Columns, Text Edit Mode

Selecting a Title Textbox:

To select a title textbox you need to carry out following steps—

- First select the Arrow Tool.
- Move the mouse so that the arrow cursor gets displayed over the title textbox.

- Click the mouse button on top of the title textbox.
- The title textbox gets selected with two handles appearing in black.
- If the title textbox is locked then the two handles appear in gray color.

Picture box

The picture box defines the bounds within which the picture can be pasted. You have the option to construct one of the following **three types of picture boxes**–

h:  **This is a Rectangular picture tool box**

i:  **This is a Elliptical Picture tool box**

j:  **This is a Round Rectangular picture box**

Creating, Selecting, Moving, Resizing, Border, Runaround, Inset, Picture Edit Mode.

✓ To select a Picture box you need to carry out following steps–

- First select the Arrow Tool.
- Move the mouse so that the arrow cursor gets displayed over the Picture box.
- Click the mouse button on top of the Picture box.
- The Picture box gets selected with eight handles appearing in black.
- If the Picture box is locked then the eight handles appear in gray color.

✓ Interchanging various Picture box types:-

You can interchange the various types of the picture boxes.

- For this you need to select the picture box.
- Now if you look at the ribbon, you will see the icons for each of the three different types of picture boxes.
- To change the picture box shape, choose one of the other two of the icons.
- You can do the same operation form the Format Object dialog.
- The Graphic Box enables you to draw a box with a specified border and a specified fill color. A graphic box is constructed in the standard way of first selecting the Picture Box Tool, clicking in the Document Area, dragging the mouse with mouse pressed and then leaving the mouse when the requisite dimensions have been achieved. A selected graphic box with eight handles now appears. By default, the graphic box has a black border of 1 point, does not have a fill color and the runaround of the box is also set to none.

Graphic boxes:

You have the option to construct one of the following **three types of graphic boxes**:

k:  **This is a Rectangular tool**

l:  **This is a Elliptical tool**

m:  **This is a Round Rectangular tool**

Creating, Selecting, Moving, Resizing, Border, Runaround, Interchanging various Picture box types

To select a Graphic box you need to carry out following steps–

- First select the Arrow Tool.
- Move the mouse so that the arrow cursor gets displayed over the Graphic box .
- Click the mouse button at the boundary of the Graphic box.
- The Graphic box gets selected with eight handles appearing in black.
- If the Graphic box is locked then the eight handles appear in gray color.

- ✓ You can interchange the various types of the graphic boxes. For this you need to select the graphic box. Now in the ribbon, you will see the icons for each of the three different types of graphic boxes. To change the graphic box shape, choose one of the other two of the icons.

n:  **This is a Line tool.**

Creating, Drawing Line at Any Angle, Changing the Width of the Line, Changing the Color of the line, Selecting a Line Pattern, Selecting a Line, Moving the line, Resizing the line.

Select the Line Tool from the Tools Bar. Now click with the CROSS cursor in the document Area and while keeping the mouse pressed, drag the mouse. The Ribbon shows the two end points of the line. In the normal mode, you can draw orthogonal lines. That is you can draw horizontal, vertical or lines at 45 degrees. For a horizontal straight line, move the mouse horizontally. For a vertical straight line, move the mouse vertically. If a 45 degree line is required, move the mouse such that the amount of movement both horizontally and vertically is same.

o:  **This is a Polygon tool**

INPAGE File Menu

Creating a New Document in INPAGE

If you want to create a new document in INPAGE then do the following steps:

1- Click on File menu and Select New Option.

2- In appearing dialog box set the value for page setup. The attributes that can be set in this dialog are:-

- **Page:** Select the page size from the Page Size combo box.
- **Width/Height:** If you want to customize the page size then give the Page Width and Page Height.
- **Orientation:** Select page orientation as Portrait/Landscape.
- **Pages:** You can also specify the number of pages in the document.
- **Automatic Text Box:** If the Automatic Text Box check box is checked then the Text Boxes will appear on all these pages.
- **Margins:** Specify the page margins as distances from the respective page boundary.
- **Direction:** Specify the direction of text entered. Text direction may be Left to Right or Right to Left.
- **Columns:** By default INPAGE document have one column. If you want to increase the number of the column in your page then specifies numbers of columns in the document.
- **Gutter:** Specify the gap between columns.
- **Double Sided:** If this option is checked, then your document will be double sided. You thus get two master pages, **left master page and right master page**. In a single sided document, you get only one master page, which is applied, to all the pages in the document.
- **Facing Pages:** If this option is checked then you can view the pages in your document in Facing Pages Mode. In facing pages, two pages are displayed at a time, with both pages displayed side by side. Whereas in non-Facing pages, one page is displayed at a time.

Place Option in INPAGE

Place Command used for placing images in InPage in its original dimensions. When you select Place from File menu it will be prompted with Place Picture dialog box. You can now choose the picture which you wish to place. After selecting the picture you will be prompted with a place cursor. You can click anywhere on the page to place the picture. After clicking on any location on the page a picture box is automatically created and the picture which is chosen in previous step inserted in that picture box.

Importing Text and Picture in INPAGE

Import Text:

In INPAGE we can import text file. For this purpose first of all we select the text Edit Mode. For this purpose:

- Click on hand tool from tool box and click in the page.
- In next step Open file menu and click on Import.
- Now in appearing dialog box choose the name of the text file which you want to import in this document.
- Then click OK.

Import Picture:

In INPAGE we can also import the image file. To import picture do the following step:

- First select the picture mode for this purpose click on Image tool from tool box.
- Now draw a picture Box and move the mouse on top of a picture box, then the cursor changes to DOTTED HAND cursor.
- Now you are in Picture Edit mode.
- Now click on file menu and select import picture.
- You will be prompted with an Import Picture dialog.
- Select the picture that you wish to import and click on the OK button.

Exporting Page and images in INPAGE

In INPAGE we can Export the text and also image file.

Export Text:

Select the text which you want to Export.

- Open File menu and select Export.
- In papering dialog box give the name of the file and click on save button.

Export Picture:

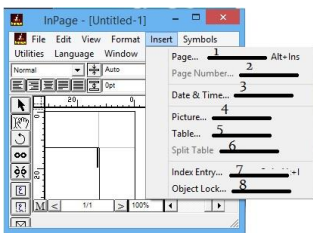
- First select the Object mode. (Select the selection tool (arrow symbol) from tool box).
- Select the Image or text Box (Click on image box or text box).
- Now open the file menu and click on Export command.
- Export dialogs will appear.
- Give the File Name with extension type. For example test.gif
- Check the Export Range check box as selected object.
- If you want to export Exports all the pages of current document as pictures then check the Export Range check box as All Pages.

Menus

InPage Insert, Symbols, Utilities, Language, Window, Help menu

Insert Menu:

- Page
- Page number
- Date & Time
- Picture
- Table
- Split Table
- Index Entry
- Object Lock



1: Insert menu: Page

You can add pages to your document by selecting this option. You can add many page numbers as you want in your document.

2: Insert menu: Page Number:

This option will be available only if insertion point is in Title Text Box. The page number field will display “#” character on the master pages and the appropriate page number on the document pages.

3: Insert menu: Date & Time:

Selecting this option inserts a page number field at the insertion point.

4: Insert menu: Picture:

By selecting this option you can insert Picture box at the current text insertion point.

5: Insert Menu: Table:

You can easily insert table in your document by selecting this option. After inserting Table you have to define Rows, Columns and Column Width.

6: Insert Menu: Split Table:

This command allows you to split the table at the current caret position. A very useful function of this option is when the table is at the initial position in the text chain. This will allowed you to shift the table at the first base line.

7: Insert menu: Index Entry:

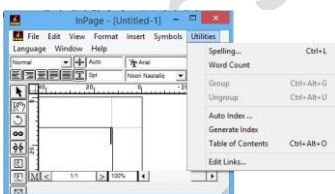
An Index Entry is composed of two parts: A **topic** and a **reference**.

Symbols Menu:



In this menu you can find several symbols that can be used in your current document.

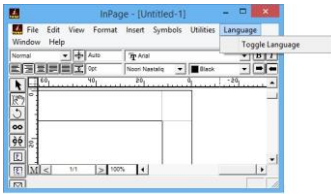
Utilities Menu:



- Spelling
- Word Count
- Group
- Ungroup
- Auto Index
- Generate Index
- Table of Contents
- Edit Links

In this menu you will all options mentioned above, that will help you to check the SPELLING, WORD COUNT. You can make GROUP or can UNGROUP etc.

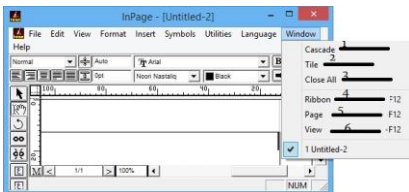
Language Menu:



Toggle Language will help you to change the language option from English to Urdu or from Urdu to English.

Window Menu:

- Cascade
- Tile
- Close All
- Ribbon
- Page
- View



1: Window menu: Cascade:

Cascades the documents, so that the caption bars of all documents is visible.

2: Window menu: Tile:

All documents will be visible at once and the documents window will not overlap one another. All the documents will be given equal space on the screen. This will be useful if you want to compare the contents of two or more documents.

3: Window menu: Close All

This option will close all the open documents. If any document is modified and will not be saved then you will be asked to save the modified document.

4: Window menu: Ribbon

This will take you to the Ribbon. The editable item with which you last worked gets the focus. the caret will start blinking in that editable item.

5: Window menu: Page

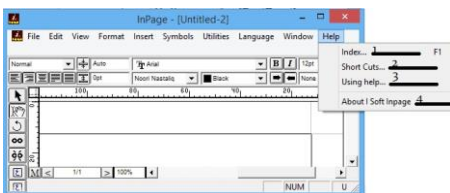
This menu will take you to the page Window in the Status bar. You can enter the new page to go to by entering the page number and pressing Return or Enter.

6: Window menu: View

This will take you to the View Window in the status bar. You can scale the document by entering the new value in the window.

At the end in the Window menu, you can see the list of opened document files. You can select one of the opened documents from this menu to work on that document.

Help Menu:



Edit Menu

Edit Menu allows you to select one of the following menu items.

➤ **Undo**

Undoes the previous operation. If previous operation cannot be undone then this item is disabled. This item will indicate the last operation which can be undone.

➤ **Cut**

This command copies the selected object(s) or the selected text into the clipboard. It remains in the clipboard until you do a cut again. The selected object(s) or the selected text will be deleted from the document.

To cut text, you will have to be in the Text Edit Mode. Select text which you want to cut. Now choose the Cut menu item from the Edit menu. The selected text will be removed from the Text Box and it will be placed in the clipboard. If you want to paste this text somewhere else, choose paste from the Edit menu.

To cut a picture go to Picture Edit Mode. Choosing Cut from the Edit menu will place the selected picture into the clipboard.

To cut object, you will first have to select the object or objects which you want to cut. Now choose the Cut menu item from the Edit menu. The selected object will be removed from the document and will be placed in the clipboard. Now you can paste this object or object(s) with the paste menu

➤ **Copy**

Copy copies the selected text, the selected picture or the selected object(s) into the clipboard. Copy is similar to Cut but the difference is that Copy does not delete the selected text or selected object(s) from the document.

➤ **PasteSpecial**

➤ **Paste**

you can paste copied text or objects from the clipboard into the document.

To paste text, you will have to be in the Edit Text mode. On selecting the paste menu item, text is pasted at the insertion point in the Text Box. If some text is already selected, then during paste that text is overwritten.

To paste picture, ensure that you are in Picture Edit Mode. On selecting the Paste menu item, the clipboard picture is pasted onto the selected picture box.

If there are objects selected into clipboard, then on choosing the Paste menu item from the Edit menu, the Paste cursor becomes visible. On clicking with this cursor at any point on the page, the objects from the pasteboard are copied at that point.

➤ **Duplicate**

Duplicate duplicates the selected objects. On selecting this menu item, you will be prompted with a dialog.

In this dialog you will be required to specify the number of rows and number of columns of duplicated object that you desire. You also need to specify the row and the column gap between the duplicated objects. Or you can just let the default values work and just press OK. All the duplicated objects along with the original objects will be selected at the end of this operation.

➤ **Clear**

Clear is equivalent to Delete. It does not affect the Clipboard in any way.

Clear can be used for deleting selected text, selected picture or selected objects.

➤ **Select All**

➤ **Find & Replace...**

Find allows you to search for Text in Urdu and in English.

Find Text: Enter the text to be searched for in the Find Text edit control.

Replace With: Enter the text that will replace the word(s) found by the Find command.

Replace and Find: This command will replace the current occurrence of the found text. It will also find and select the next occurrence of the same word(s).

Replace All: This command is similar to Replace and Find except that it will replace all the occurrences of the found text in one go.

From Beginning: If you want to start the search from beginning of the text chain then check Find from Beginning option.

Match Case: If you want to match occurrence of the specified text in different case then check Match Case option.

Match Word: If you do not want to match occurrence of the specified text within a word then check Match Whole word option.

Find Next: Click on Find Next button to start the search. If the text is found then the found text will be selected otherwise the system will beep.

Find Text: Enter the text to be searched for in the Find Text edit control.

Close: Find dialog stays on top of the text until you press Close.

➤ **Top Most**

Sometimes in a double-sided document and with Facing Pages ON, you may need to draw an object which is common to both the pages. Even though this object occupies both the pages, it actually belongs to one particular page. When the objects of the other facing page are being drawn then this object usually gets drawn last. To enable some other object to be drawn after this big object, you can select that object and make it Top Most.

➤ **Send To Back**

send the selected objects behind the unselected objects. Useful when at the same point there are more than one objects and you wish to work with the object which is below. For this first send to back the top object. Now the object which was earlier below comes on top. You can now carry out the desired operation on this object.

➤ **Bring To Front**

Brings the selected objects in front of the unselected objects. Useful when at the same point there are more than one objects and you wish to work with the object which is below. For this first bring to front the object which is behind. Now the object which was earlier below comes on top. You can now carry out the desired operation on this object.

➤ **Lock Guides**

This menu item enables you to lock guides. This prevents them from being accidentally modified. On selecting this menu item, it will appear checked. Now the guides are not modifiable by mouse. If you want the modify guides using the mouse, then uncheck this menu item by selecting it again.

➤ **Story Editor**

This menu item enables you to switch between Story Editor and Page Layout mode. The story editor mode is useful for fast editing of story. All the text attributes except the font size are displayed in a WYSIWYG fashion in this mode. The size of the text can be set in the Story Editor Preferences. To go back to Page Layout mode choose this menu item again.

➤ **Delete Page...**

In the ensuing dialog, you can enter the range of pages to be deleted.

From Page: Type the starting page no. to be deleted.

To Page: Type the ending page no. to be deleted.

You can remove all but one page in the document.

For a double sided document, you have to delete pages in multiples of two except if the deletion range includes the last page in the document.

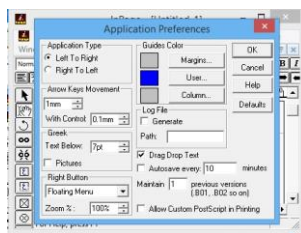
Preferences

Edit Menu→Preferences

Preferences allows you to set the Application, Document, Typographic, Story Editor and Nastaliq Entry Window Preferences. All these occur as submenus.

Preferences: Application Preferences

On selecting the Application Preferences, the Application Preferences dialog is displayed.



- **Application Type:**
 - **Left To Right/Right To Left:** To change the overall working direction of the application. This can either be Left To Right as in English documents or Right to Left as in Arabic documents. Changing application to "Left To Right" will lead to change in the positions of the Tool Bar, the Rulers, the Scroll Bar and the Status Bar. Also the document is taken to flow from Right to Left i.e. all the measurements will be taken from right.
- **Arrow Keys Movement:** The selected objects can be moved with Arrow keys.
 - **With Control:** You can specify the amount of the movement with the Arrow Keys as also movement if Control Key too pressed.
- **Greek :**
 - **Text Below:** Greek Text Threshold limit. This value specifies the font size below which the text display will be greeked.
- **Pictures:** If this check box is on, then the picture is not drawn.
 - **Right Button:**
 - Floating Menu/Zoom:** You can customize the behaviour of the right button click. If you select Zoom, then you can zoom in/out directly as per the zoom percentage specified in Zoom % field. On the other hand choosing Floating menu enables you to select from a menu.
 - **Zoom %:** The percentage amount to zoom in or zoom out when the user clicks on the right button.
- **Guides Color:** You can set the color of the three kinds of guides used in InPage.
 - **Margins:** Page guides are the default guides which appear at the margins of the page.
 - **User:** Other guides which the user makes are the User guides. On clicking on the respective button, you are prompted with a dialog where you can choose the color you want to set.
 - **Column....:** Column guides appear if the user specifies the number of columns in the New Document dialog or the Document Format dialog.
- **Drag and Drop of Text:** Selected InPage Text can be dragged and dropped from one text box to another text box or from one document to another document. Also text files can be dragged and dropped into a text box.
 1. To enable drag and drop of text, you first need to go to application preferences and check the drag and drop Text check box ON.
 2. Now the text to be dropped is to be selected.
 3. If you move cursor on top of this selected box, it will become an arrow tool. You can click on this selection the cursor will change to drag/drop cursor. Now you drag with mouse pressed and leave the text at the cursor position in this text box or some other text box in this or another InPage document.
 4. If you press Control key while dragging the mouse, then the text will be copied and not cut.
- **AutoSaved of InPage document:** If you wish your current InPage document be automatically saved periodically then you can do so by checking on the AutoSave button. The number of minutes after which the document should be saved can be entered in the editable field.

- **Allow Custom Postscript:** If you wish to generate custom Postscript then you can put the corresponding check box ON. This will enable a Custom Postscript check box in the Print dialog. For a Postscript driver, you can then generate Postscript file, which can then be used for color separation.

Preferences: Document Preferences

The Document Preferences allows you to do the following



- **Measurement Unit:**
 - **General/Character:** Specify the Units for the General/Character measurements as Inches, Picas, Points, Centimeters, Millimeters.
- **Guides:**
 - **Snap Distance:** Enter the snap distance in points. This defines a region (based on the specified snap distance) around each guide. If an object is moved inside this region, the object will snap to the guide position.
 - **Position:** On selecting the Guides in Front, the guides are drawn in front of all other objects. New guides now constructed also appear on top of the existing objects. On selecting Guides Behind, all the guides are sent behind. The objects are drawn on top of the guides.
- **Page Number:**
 - **Start:** Sets the starting page of the document. Default is 1. Useful during printing a part of the document.
 - **Style:** Sets Page Number style that you want the page Number to appear in.
- **Pasteboard Size:**
 - **Across/Down:** If you need to increase the Pasteboard size around the pages, then you can do so by entering the Horizontal and Vertical Pasteboard size values. These values can be entered either as percentage of the page size or as absolute values.
- **Rulers:**
 - **Visible:** You can set as to whether in this document, the rulers should not be shown or not.
- **Origin Across/Down:** Specify the distance of Ruler Origin from Left. Top of the Page for Left to Right documents and from Right, Top of the Page for Right to Left documents.
- **View:** The View Percentage for the document can be set here. Another way to specify this is by entering this value in the Status Bar.
- **Save As Default:** Saves the current values in the Preferences dialog as application preferences so that the next time you make a new document, it automatically takes on these values.
 - **Defaults:** This button restores the default values of all the fields in this dialog.

Preferences: Typographic Preferences

The Typographic Preferences allow you to change default values for text formatting.



Nastaliq Space Width: Here you can set the width of the Nastaliq Space as a percentage of the font Size.

Auto Line Spacing: Specifies the amount of Extra spacing to be added to the line when the text is in Horizontal direction. This value is specified in percentage.

Reduce Latin Font size: Specifies the percentage reduction of Latin Font size in comparison to Urdu Font size. For Example if Urdu char if of 10 pt. Size then 10% reduction in Latin Font size means, the English char will appear of 9 Pt.

Justification Priorities:

Nastaliq Space: Specifies the space between Urdu/Arabic characters

Latin Space: Specifies the space between English characters

Box Styles:

Above: Specifies the percent of font height by which to extend the top of boxed style above the top of the base characters.

Below: Specifies the percent of font height by which to extend the bottom of boxed style below the bottom of the base characters.

Text: Specifies the amount of spacing to be given between the boxed style and text before and after as percent of font height.

Underlines:

Shift: Amount in Percent of font size of base character by which to shift underline down.

Width: Thickness of underline in Percent of base character font size.

Save As Default: Saves the current in the preferences dialog as Application preferences, So that next time you make a new document it automatically takes these values.

Auto Kerning: This feature has been provided to automatically remove white space between nastaliq words. This allows the nastaliq text to look more compact. For version 1 files this check box is set to OFF to allow the same spacing for nastaliq text as in version 1. For new documents, this checkbox is always ON.

Auto Kashida: When you are justifying Arabic text, you have an option to allow InPage to automatically insert the Kashida character instead of inserting extra white space.

Defaults: This button restores the default values of all the fields in this dialog.

Preferences: Story Editor Preferences

This menu item prompts you with a dialog in which you can set Story Editor Preferences.



Story Font Size.

Here you can set the Font Size in which the Story Editor will show the Text in.

Print Font Size.

You can set the Font Size in which the story Editor will print out the Text.

Preferences: Keyboard Preferences

With this option you can either select one of the predefined keyboards (Aftab, Muqtadra, Phonetic, Farsi, Arabic) or make your own keyboards (upto eight User Defined Keyboards can be defined). Predefined Keyboards cannot be modified whereas you can modify User Defined Keyboard according to your need.



Keyboard: You can specify your preference for a keyboard by selecting it from the Combobox and clicking on OK button.

Enable Sindhi: if you want to use Sindhi then check this box.

Enable Pushtu: if you want to use Pushtu then check this box.

View/Edit: If you have selected one of the fixed keyboard, you can either view the keyboard layout and can also edit in the case of **User Defined Keyboards**

- ✓ To make a new user defined keyboard, you need to go to the Keyboard Preferences dialog in the Edit menu and follow these steps—

- Select one of the eight User defined keyboards.
- Click on the User Defined keyboard button.
- Select one of predefined keyboards from the Import Keyboard combo box. Your new keyboard will be based on this keyboard.
- Now you can make modifications to this keyboard by assigning a character to a key. To do this, click on the character and while keeping the mouse pressed dragging the mouse and leave it on top of the key where you wish to place this character.

Inpage: Printing

Printing can be carried out on any of the MS Windows compatible printers. You first need to choose the printer using Printer Setup dialog. For help in setting up the Printer, click on the Help button in the Printer Setup Dialog box.

➤ **Printing through non Postscript Printers**

For non-postscript printers there is a checkbox "Print Truetype as Graphics". If you are not using downloaded fonts on the printer, this option should be checked ON to enable InPage to send Truetype font information to the printer.

➤ **Printing through Postscript Printers**

For Postscript printers, from the Options dialog you can choose the advanced options button. In this dialog box, you can either send Truetype fonts as postscript fonts or as Bitmap. For printing to printer without the downloaded fonts, you should select the Send Truetype as Type 1 option.

If you want to print using already downloaded fonts, you should print through a printer driver which supports the following options. Adobe Default Printer driver or Accel-A-Writer printer drivers are two such drivers. Within the Truetype font option set "Don't Send" TrueType fonts. Also within the Postscript option check the "Do not download fonts" checkbox. Now if you print, the postscript file which is sent to the printer does not have font information. It just has the names of the fonts, and the font information it picks up from the printer.

➤ **Downloading fonts to the Printer Hard disk**

Look into your printer manual on initializing the printer hard disk and downloading the fonts to this hard disk. Usually there are lot of utilities which allow you to initialize the printer hard disk and download fonts.

➤ **Postscript Printers (Setting Options)**

To verify the basic setup of Customized PostScript Printer, click Properties button in the Print dialog box. This will lead you to an Options dialog box in which you can set the various attributes.

Paper Size: Here you can select the desired paper size out of the available paper sizes.

Orientation: You can select any of the two choice (Landscape and Portrait). By default Portrait is the selected paper orientation.

- **Print Quality:** Most of the printer drivers generate output at different resolutions. The Print Quality Box lists the resolutions that are available for selected drivers
 - **Print as a Mirror Image:**
 - **Download Characters:**
 - **Color:**
- **Color Separation:** The color separation process breaks down colors into their respective components or channels
 - **Frequency:**
 - **Angle:**
 - **PPD File:**
 - **Use PPD File:**

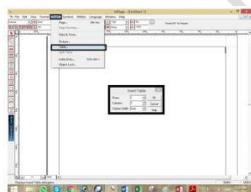
After ensuring that the required printer is selected, click OK to proceed to print. If you click the Cancel button, then the Printing is aborted.

Tables

Working With Tables Using InPage

Usually tables have been created in companies and banks very often, like word Inpage also provide you the option to create tables .You can add table in your Inpage document.

- ✓ Place the cursor where you want to draw table.

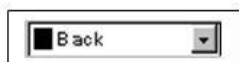


Insert table in InPage

- ✓ Click **Insert Menu** then click **Table** option you will see a dialog box as shown below. (minimum column width is 0.25" and maximum 20 inches)
- ✓ Type number of **ROWS** and **Columns** as you need. Then press OK.

Table Format

This dialog enables you to format the table in terms of Cell Width, Cell Fill Color, Cell Border and Indents within the Cell.



Fill Color: You can select the cells of the table and specify their fill color. The fill color gets applied to the selected cells.

Border: You can specify the border of all cells in the currently selected table as follows.

Color: Allows you to select the color of the border from the list of colors combo box.

Style: Style of the border in terms of document wide line patterns Solid, Dotted, Dashed, etc.

Width: Thickness of the border line.

Cell Order:

- **Left To Right:** Click this option if you wish to keep the flow of text from Left To Right.
- **Right to Left:** Click this option if you wish to keep the flow of text from Right To Left.

Column

- **Width and Gap:** This allows you to modify column widths of the selected columns.

Table

- **Indents:** You can specify the amount of indent within the Cell.
- **Alignment:** Choose the text alignment within the cell is on the Left, Right or Centered.

Table Layout

The Table Layout dialog allows you to carry out the following operations

Row: Allows you to insert/delete a row before or after the current row.

Column: Allows you to insert/delete a column before or after the currently selected column.

Split or Merge Cells: Merges the currently selected cells of the table. For cells merged with the previous merge command, this command enables you to split the cell.

Deleting Row Or Column

- Select the Column or Row, which you want to delete.
- Click **Format Menu** then Click **Table Layout**.
- Click the delete button

Object Formatting

- Select any object first.
- Click **Format Menu** Click **Object** you will see the following box as shown in picture
- Through this dialog box you can set object values, height, width and its color.

Formatting Page

- Select the whole page
- Click Format Menu, a dialog box will appear as shown below in box
- **Page** option, where you can set the size of page, Like **Letter, A4 or Legal** size paper.
- **Orientation** option, where you can select **Portrait** or **Landscape** style for your page
- **Margins** option, where you can adjust the margins for page.
- **Columns** option, it is used to set how many columns do you need on this page.

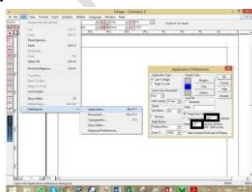
Auto Save in InPage

If you want to save your document automatically. "**Auto Save**" command. To use Auto Save command click on

Edit menu → Preference → Application → check sign on "Auto save every minute"

Or Press Alt+Enter Key

Application Preferences dialog box will appear that is shown below. Here you can give time you want to save your document automatically like that 1, 2, 3



❖ What is Inpage Urdu / Arabic?

Inpage Urdu is a software where you can type Urdu and Arabic text. which you can easily export to Adobe PhotoShop and in CorelDraw.

➤ Keyboard Layout Setting

Actually by default in Inpage Urdu the keyboard layout set to **Monotype** and we need to use a Phonetic keyboard.

How to Convert Inpage keyboard to Phonetic?

Edit >> Preferences >> Keyboard Preferences

Select **Phonetic**

Now **a** = ا, and **b** = ب

➤ How to write English in Inpage Urdu?

Change **Inpage Urdu mode to English mode (Ctrl + Space)** and English to Urdu repeat it again.

➤ Shortcuts for delete/insert a page in Inpage Urdu?

Alt+Delete

To delete pages

Alt+Insert

To insert pages

➤ How to convert the inpage file into PDF?

If you want to convert inp to pdf do the following steps

1. Create your inpage file
2. Ctrl + P
3. Select Microsoft XPS document writer
4. Press OK
5. the computer will ask the file name and location to save the file into XPS format
6. Now your inp file has been converted into XPS
7. Open google and type convert XPS to PDF and convert it online
8. All done.

➤ How to write Arabic in Inpage Urdu?

To type or write Arabic in Inpage Urdu first change the font into (Trad Arabic or **Trad Arabic Bold**). I would recommend using the **Trad Arabic Bold** font for writing Arabic in Inpage Urdu. Now generally type Arabic as you type Urdu just use (zair, zabar or paish) For zair ِ press (<), zabar َ press (>) and paish ُ press (shift + p) Remember **p** = ٲ while **P** = ُ

How to use symbols in Inpage Urdu?

In Inpage Urdu you can insert symbols in the screen from the Symbols menu.

Symbols	
+	Alt+ 1
—	Alt+ 2
×	Alt+ 3
÷	Alt+ 4
=	Alt+ 5
%	Alt+ 6
☆	Alt+ 7
/	Alt+ 8
-----	Alt+ 9
❧	Alt+ 0
❧	Alt+ -
لله	Alt+ =
^	Alt+ >
v	Alt+ <

INPAGE URDU KEYBOARD LAYOUT

InPage Urdu Keyboard Layout (Phonetic Keyboard (View Only))

~	!	@	#	\$	%	^	&	*	()	-	+	
~	1	2	3	4	5	6	7	8	9	0	-	=	~
Q	و	و	و	و	و	و	و	و	و	و	{	}	,
q	ق	و	ع	ر	ت	مے	ء	ی	ہ	پ	[]	
A	ص	ڈ	ف	غ	ح	ض	خ	ن	:	:	:	:	
a	ا	س	د	ف	گ	ہ	ج	ک	ل	؛	:	:	
Z	ذ	ژ	ث	ظ	ض	ن	ا	<	>	؟	؟	؟	
z	ز	ش	چ	ط	ب	ن	م	,	,	.	.	.	

Inpage Shortcut Keys

فائل سے متعلق

Ctrl+N	نیا ڈاکومنٹ بنانا
Ctrl+O	فائل اوپن کرنا
Ctrl+S	فائل محفوظ کرنا
Ctrl+Alt+S	Save AS کرنا
Ctrl+P	فائل پرنٹ کرنا
Ctrl+Alt+P	پرنٹ سیٹ اپ دیکھنا
Ctrl+F4	فائل بند کرنا
Ctrl+Y	تصویر اچھوٹ کرنا
F8	View 200% دیکھنا
F7	View 100% دیکھنا
F6	View 50% دیکھنا
CTRL+ALT+Y	EXPORT TEXT OR PICTURE
F5	تصویر فٹ ٹوسکرین کرنا
Ctrl+C	کاپی کرنا
Ctrl+X	کٹ کرنا
Ctrl+V	پیسٹ کرنا
Ctrl+Space	انگلش سے اردو میں جانا
Ctrl+Space	اردو سے انگلش میں جانا
Backspace	پچھلا حرف ختم کرنا
Delete	اگلا حرف ختم کرنا
Ctrl+F	فیکسٹ تلاش کرنا
Ctrl+R	کسی لفظ کی جگہ دوسرا لفظ لکھنا
Ctrl+Z / Alt+ Backspace	آخری عمل کو اُن ڈو کرنا
Ctrl+Backspace	پچھلے لفظ کو ختم کرنا

FORMATTING (فارمیٹنگ) سے متعلق

Ctrl+B	تحریر کو بولڈ کرنا
Ctrl+I	تحریر کو ٹیٹھرا کرنا
Ctrl+T	اسٹائل ٹیٹھس بنانا
Ctrl+H	character بکس کھولنا

Ctrl+G	Paragraph بکس کھولنا
Ctrl+F5	تحریر کے حروف کے درمیان حنائی جگہ بڑھانا
Ctrl+F6	تحریر کے حروف کے درمیان حنائی جگہ کم کرنا
Ctrl + F7	کسی بھی حرف کو ہائی لیٹ کر کے اوپر کرنے کے لیے
Ctrl + F8	کسی بھی حرف کو ہائی لیٹ کر کے نیچے کرنے کے لیے
Ctrl+Alt+L	تحریر کو بائیں طرف لائن کرنا
Ctrl+Alt+R	تحریر کو دائیں طرف لائن کرنا
Ctrl+Alt+F	تحریر کے دونوں اطراف فورس لائن کرنا
Ctrl+Alt+J	تحریر کے دونوں اطراف لائن کرنا
Ctrl+F9	فونٹ سائز گھٹانے کے لیے
Ctrl+F10	فونٹ سائز بڑھانے کے لیے
Left Arrow	ایک حرف بائیں جانے کے لیے
Right Arrow	ایک حرف دائیں جانے کے لیے
Up Arrow	اوپر والی لائن میں جانے کے لیے
Down Arrow	تحتلی لائن میں جانے کے لیے
Alt+Up Arrow	پچھلے ٹیکسٹ بکس کے شروع میں جانے کے لیے
Alt+Down Arrow	اگلے ٹیکسٹ بکس کے شروع میں جانے کے لیے
Ctrl+Up Arrow	پچھلے پیراگراف کے شروع میں جانے کے لیے
Ctrl+Down Arrow	اگلے پیراگراف کے شروع میں جانے کے لیے
End	آخری لائن میں جانے کے لیے
Home	لائن کے شروع میں جانے کے لیے
Shift + home	لائن کے شروع تک ہائی لائنٹ کرنے کے لیے
Shift+End	لائن کے اخیر تک ہائی لائنٹ کرنے کے لیے
Shift +Right Arrow	ایک حرف دائیں جانب ہائی لائنٹ کرنے کے لیے
Shift + Left Arrow	ایک حرف بائیں جانب ہائی لائنٹ کرنے کے لیے
Shift + Up Arrow	ایک لائن اوپر کی جانب ہائی لائنٹ کرنے کے لیے
Shift +Down Arrow	ایک لائن نیچے کی جانب ہائی لائنٹ کرنے کے لیے
Ctrl+Shift+Home	کر سر کی جگہ سے فائل کے شروع تک ہائی لیٹ کرنے کے لیے
Ctrl+Shift+End	کر سر کی جگہ سے فائل کے آخر تک ہائی لیٹ کرنے کے لیے
Ctrl+Shift+Up Arrow	کر سر کی جگہ سے پیراگراف کے شروع تک ہائی لیٹ کرنے کے لیے
Ctrl+Shift+Down Arrow	کر سر کی جگہ سے پیراگراف کے آخر تک ہائی لیٹ کرنے کے لیے
Ctrl+Shift+Right Arrow	ایک لفظ دائیں جانب ہائی لیٹ کرنے کے لیے

Ctrl+Shift+Left Arrow	ایک لفظ بائیں جانب ہائی لٹ کرنے کے لیے
Ctrl+Shift+F5	Line Spacing کو زیادہ کرنے کے لیے
Ctrl+Shift+F6	Line Spacing کو کم کرنے کے لیے
Ctrl+Shift+F7	لکھی ہوئی تحریر کو پھیلانے کے لیے
Ctrl+Shift+F8	لکھی ہوئی تحریر کو سکڑنے کے لیے
Ctrl+F4	کسی بھی فنل کو بند کرنا
Alt+F4	کسی بھی پروگرام کو بند کرنا

صفحے کی حرکت سے متعلق

Alt+Home	تحریر کے پہلے صفحے میں جانا
Alt+End	تحریر کے آخری صفحے میں جانا
Alt+Down	تحریر کے اگلے صفحے میں جانا
Alt+Page Up	تحریر کے پچھلے صفحے میں جانا
Page Up	ایک سکرین اوپر کرنا
Page Down	ایک سکرین نیچے کرنا
Shift + page Up	ایک لائن اوپر کرنا
Shift + page Down	ایک لائن نیچے کرنا
Alt + insert	صفحات کو insert کرنا
Alt+Delete	صفحات کو Delete کرنا

TOOLS ٹولز سے متعلق

Ctrl+1	Arrow Tool
Ctrl+2	Ibeam Tool
Ctrl+3	Rotation Tool
Ctrl+4	Text Box Linking Tool
Ctrl+5	Text Box De-Link Tool
Shift+F2	Text Box Tool
Shift+F3	Title Text Box Tool
Shift+F4	Rectangular Picture Box Tool
Shift+F5	Elliptical Picture Box Tool

Shift+F6	Round Rectangular Picture Box Tool
Shift+F7	Rectangular Box Tool
Shift+F8	Ellipitical Box Tool
Shift+F9	Round Rectangular Box Tool
Shift+F10	Line Tool

Inpage Shortcut keys in English

1. To move cursor

Arrow Left / Arrow Right	Go one charactor left / one character right
Ctrl+Arrow Left / Ctrl+Arrow Right	Go one Word left / one word right
Arrow Up	To go upper or previous line
Arrow Down	To go next line
Alt+Arrow Up	To move previous text to the beginning of the box
Alt+Arrow Down	To move to the next text box
Ctrl+Arrow Up	To go to the begining of the current or the previous paragraph
Ctrl+Arrow Down	To go to the beginnig of the next paragraph
Home	To go to the beginning of the line
End	To go to the end of the line
Ctrl+Home	To go to the beggining of the text
Ctrl+End	To go to the end of the text
Double Click	To select one word
Tripple Click	To select complete paragraph

2. For Editing

Ctrl+Space	To switch between english and urdu mode
Back Space	To Delete previous charactor
Ctrl+ Back Space	To Delete Previous word
Delete	To delete next word
Ctrl+Delete	To delete next charactor
Ctrl+x	To cut selected text
Ctrl+c	To copy selected text
Ctrl+v	To paste text
Ctrl+ Z , Alt + Back space	To undo last action
Ctrl+a	To select all text
Ctrl+f	To find text
Ctrl+r	To replace text

3. For formatting

Ctrl+b	To bold the selected text
Ctrl+i	To italic the selected text
Ctrl+Alt+l	To align text left side
Ctrl+Alt+r	To align text right side
Ctrl+Alt+j	To align text from both sides
Ctrl+Alt+f	To force align from both sides
Ctrl+Alt+t	To switch between text and tab mode
Ctrl+t	To make style sheets

Ctrl+h	To open dialog box of character
Ctrl+g	To open dialog box of paragraph
Ctrl+F5	To increase space between selected text
Ctrl+F6	To decrease space between selected text
Ctrl+F7	To move upward baseline of selected text
Ctrl+F8	To move downward baseline of selected text
Ctrl+F9	To decrease font size of selected text
Ctrl+F10	To increase font text of selected text

4. For Page Movement

Page Up	To go one screen upward
Page Down	To go down one screen
Ctrl+Page Up	To go one screen left
Ctrl+Page Down	To go one screen right
Shift+Page Up	To move screen up one line
Ctrl+Shift+Page Up	To move screen left one line
Ctrl+Shift+Page Down	To move screen left one line

5. For Page Change

Alt+Page Up	To go to previous of text
Alt+Page Down	To go to next page of text
Alt+Home	To go the first page of the text
Alt+End	To go the last page of the text
Alt+Enter	To switch between master page and document

6. Page Editing

Alt+Delete	To delete pages
Alt+Insert	To insert pages

7. For Editing of Objects

Ctrl+a	To select all objects
Shift+ Mouse Click	To select or deselect objects
Delete	To delete Selected objects
Ctrl+x	To cut selected objects
Ctrl+c	To copy selected objects
Ctrl+v	To paste objects
Ctrl+z	To undo last action
Arrow Keys	To move selected Objects
Ctrl+Arrow Keys	To move selected objects slowly

8. To Change Picture

Arrow Keys	To move picture
Ctrl+Arrow Keys	To move selected objects to least distance

Delete	To delete selected objects
Ctrl+x	To cut the selected objects
Ctrl +c	To copy selected objects
Ctrl+v	To paste selected Objects

9. For changing zoom or view

F5	To fit text in document window
F6	To view 50% zoom of text
F7	To view 100% Zoom of text
F8	To view 200% zoom of text

10. For File Related

Ctrl+n	For new document
Ctrl+o	To open document
Ctrl+s	To save document
Ctrl+Alt+s	To save as open document
Ctrl+p	To print Document
Ctrl+Alt+p	To open dialog box of print setup
Ctrl+F4	To close document
Alt+F4	To quit application after closing document
Ctrl+y	To import text or picture
Ctrl+Alt+y	To export text or picture
Double click on picture box	To import picture

11. For Tools Selection

Shift+F2	To select textbox tool
Shift+F3	To select title text box tool
Shift+F4	To select Rectangular Picture Text Box tool
Shift+F5	To select Elliptical Picture Text box tool
Shift+F6	To select round Rectangular picture box tool
Shift+F7	To select Rectangular box tool
Shift+F8	To select Elliptical box tool
Shift+F9	To select round Rectangular box tool
Shift+F10	To select line tool

Inpage ShortCut Keys

Caret movement and Text Selection

Previous Character	Left Arrow
Next Character	Right Arrow
Previous Word	Ctrl+Left Arrow
Next Word	Ctrl+Right Arrow
Previous Line	Up Arrow
Next Line	Down Arrow
Top of Previous Textbox	Alt+Up Arrow
Top of Next Textbox	Alt+Down Arrow
Top of Paragraph	Ctrl+Up Arrow
Top of Next Paragraph	Ctrl+Down Arrow
Beginning of Line	Home
End of Line	End
Beginning of Story	Ctrl+Home
End of Story	Ctrl+End
Select Word	Double Click
Select Paragraph	Triple Click

Text Editing

Toggle English and Urdu	Ctrl+Space
Delete Previous Character	Backspace
Delete Previous Word	Ctrl+Backspace
Delete Next Character	Del
Delete Next Word	Ctrl+Del
Cut	Ctrl+X, Shift+Del
Copy	Ctrl+C, Ctrl+Insert
Paste	Ctrl+V, Shift+Insert
Undo Previous Operation	Alt+Backspace, Ctrl+Z
Select All	Ctrl+A
Find Text	Ctrl+F
Replace Text	Ctrl+R

Text Formatting

Bold	Ctrl+B
Italics	Ctrl+I
Left Alignment	Ctrl+Alt+L
Right Alignment	Ctrl+Alt+R
Center Alignment	Ctrl+Alt+C
Justified	Ctrl+Alt+J
Full Justified	Ctrl+Alt+F
Toggle Text and Tab Modes	Ctrl+Alt+T
Define Style Sheets	Ctrl+T
Character Format	Ctrl+H
Paragraph Format	Ctrl+G
Increase Character Spacing	Ctrl+F5
Decrease Character Spacing	Ctrl+F6
Baseline Shift Up	Ctrl+F7
Baseline Shift Down	Ctrl+F8
Decrease Font Size	Ctrl+F9
Increase Font Size	Ctrl+F10

Page Movement

Scroll Page Up	Page Up
Scroll Page Down	Page Down
Scroll Page Left	Ctrl+Page Up
Scroll Page Right	Ctrl+Page Down
Scroll Page Up by One Line	Shift+Page Up
Scroll Page Down by One Line	Shift+Page Down
Scroll Page Left by One Line	Ctrl+Shift+Page Up
Scroll Page Right by One Line	Ctrl+Shift+Page Down

Page Change

Previous Page	Alt+Page Up
Next Page	Alt+Page Down
First Page	Alt+Home
Last Page	Alt+End
Toggle Master and Document pages	Alt+Enter

Page Editing

Alt Del	Delete Pages
Alt Ins	Insert Pages

Selected Object(s) Modification

Select All Objects	Ctrl+A
Select/Deselect Multiple Objects	Shift+Mouse Click
Delete	Del
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Undo Previous Operation	Alt+Backspace, Ctrl+Z
Move Selected Objects	Arrow Keys
Smaller Movement	Ctrl+Arrow Keys
Move Selection Point	Arrow Keys with mouse down
Smaller Movement of Objects	Ctrl+Arrow Keys with mouse
Constrain Movement Vertically/Horizontally	Shift while moving objects
Move Objects to Original Position	Escape while moving Objects
Make Object to Square or Circle	Shift while modifying an Object
Make Line at any angle	Shift while modifying a line

Selected Picture Modification

Move	Arrow Keys
Smaller Movement	Ctrl+Arrow Keys
Delete	Del
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V

View Change

Fit in Window	F5
50%	F6
Actual	F7
200%	F8
Zoom In	Right Button Click
Zoom Out	Shift+Right Button Click

File Operations

Create a New Document	Ctrl+N
Open an Existing Document	Ctrl+O
Save Document	Ctrl+S
Save As Document	Ctrl+Alt+S
Print Document	Ctrl+P
Print Setup	Ctrl+Alt+P
Close Document	Ctrl+F4
Import Text or Picture	Ctrl+Y
Export Text or Picture	Ctrl+Alt+Y
Import Picture	Double Click on Picture Box

Tool Selection

Text Box	Shift+F2
Title Text Box	Shift+F3
Link Text Box	Shift+F4
Picture Box	Shift+F5
Elliptical Picture Box	Shift+F6
Round Cornered Picture Box	Shift+F7
Graphic Box	Shift+F9
Elliptical Graphic Box	Shift+F10
Round Cornered Graphic Box	Shift+F11
Line	Shift+F12

Miscellaneous

Help	F1
Snap To Guides	F9
Typographic Preferences	F11
Application Preferences	Alt+F11
Document Preferences	Ctrl+F11
Go to the Last Edited item in Ribbon	F12
Go to the Page Scroller in Status Bar	Alt+F12
Go to the View in Status Bar	Ctrl+F12
Abort Current Import of Text	Escape
Exit	Alt+F4
Tab within a Table Cell	Ctrl+Tab
Application Preferences	Double Click On Tool Strip
Typographic Preferences	Double Click On Text Ribbon
Format Guides	Double Click On Rulers
Reset Ruler Origin	Double Click On Origin Box
Page Scroll	Ctrl+Left Button Click
Create Object with handles (for Text, Title and Picture Boxes)	Double Click on the Tool
Open Files from File Manager	Drag Drop InPage File
Import Picture from File Manager if a Picture Box is active	Drag Drop Picture File
Import Text from File Manager if a Picture Box is active	Drag Drop Text File

Inpage Fonts

Faiz Lahori Nastaliq

میری خود پرستی بھی عین حق پرستی ہے
میری خود پرستی بھی عین حق پرستی ہے
میری خود پرستی بھی عین حق پرستی ہے

Faiz Lahori Nastaliq Kashish

میری خود پرستی بھی عین حق پرستی ہے
میری خود پرستی بھی عین حق پرستی ہے
میری خود پرستی بھی عین حق پرستی ہے

Noori Nastaliq

میری خود پرستی بھی عین حق پرستی ہے
میری خود پرستی بھی عین حق پرستی ہے
میری خود پرستی بھی عین حق پرستی ہے

Noori Nastaliq Kashish

میری خود پرستی بھی عین حق پرستی ہے
میری خود پرستی بھی عین حق پرستی ہے
میری خود پرستی بھی عین حق پرستی ہے

Font Name : Aadil

میراں خو د پرستی بھل عین حق پرستی ہے

میراں خو د پرستی بھل عین حق پرستی ہے

میراں خو د پرستی بھل عین حق پرستی ہے

Font Name : AasarUnicode

میری خود پرستی بھی عین حق پرستی ہے

میری خود پرستی بھی عین حق پرستی ہے

میری خود پرستی بھی عین حق پرستی ہے

Font Name : Abbas

میری خود پرستی بھی عین حق پرستی ہے

میری خود پرستی بھی عین حق پرستی ہے

میری خود پرستی بھی عین حق پرستی ہے

Font Name : Ahmed

میری خود پرستی بھی عین حق پرستی ہے

میری خود پرستی بھی عین حق پرستی ہے

میری خود پرستی بھی عین حق پرستی ہے

Font Name : Akbar

میری خود پرستی بھی عین حق پرستی ہے

میری خود پرستی بھی عین حق پرستی ہے

میری خود پرستی بھی عین حق پرستی ہے

Font Name : AkramUnicode

میرا خوف پرست بھلا غیر حق پرست ہے

میرا خوف پرست بھلا غیر حق پرست ہے

میرا خوف پرست بھلا غیر حق پرست ہے

Font Name : Anwar

میری خود پرستی بھی عین حق پرستی ہے

میری خود پرستی بھی عین حق پرستی ہے

میری خود پرستی بھی عین حق پرستی ہے

Font Name : Arif

میری خود پرستی بھی عین حق پرستی ہے

میری خود پرستی بھی عین حق پرستی ہے

میری خود پرستی بھی عین حق پرستی ہے

Font Name : Asad

میری خود پرستی بھی عین حق پرستی ہے

میری خود پرستی بھی عین حق پرستی ہے

میری خود پرستی بھی عین حق پرستی ہے

Font Name : AseerUnicode

میری خود پرستی بھی عین حق پرستی ہے

میری خود پرستی بھی عین حق پرستی ہے

میری خود پرستی بھی عین حق پرستی ہے

Font Name : Aslam

میری خود پرستی بھی عین حق پرستی ہے

میری خود پرستی بھی عین حق پرستی ہے

میری خود پرستی بھی عین حق پرستی ہے

Font Name : Akbar

میری خود پرستی بھی عین حق پرستی ہے

میری خود پرستی بھی عین حق پرستی ہے

میری خود پرستی بھی عین حق پرستی ہے

Font Name : AwadUnicode

میری خود پرستی بھی عین حق پرستی ہے

میری خود پرستی بھی عین حق پرستی ہے

میری خود پرستی بھی عین حق پرستی ہے

Font Name : Basheer

میری خود پرستی بھی عین حق پرستی ہے

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میری خود پرستی بھی عین حق پرستی ہے

Font Name : BatoolUnicode

میری خود پرستی بھی عین حق پرستی ہے

میری خود پرستی بھی عین حق پرستی ہے

میری خود پرستی بھی عین حق پرستی ہے

Font Name : **BombayBlackUnicode**

میری خود پرستی بھی عین حق پرستی ہے

میری خود پرستی بھی عین حق پرستی ہے

میری خود پرستی بھی عین حق پرستی ہے

Font Name : BurhaniUnicode

میری خود پرستی بھی عین حق پرستی ہے

میری خود پرستی بھی عین حق پرستی ہے

میری خود پرستی بھی عین حق پرستی ہے

Font Name : BuridahUnicode

میری خود پرستی بھی عین حق پرستی ہے

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میری خود پرستی بھی عین حق پرستی ہے

Font Name : DubaiUnicode

میری خود پرستی بھی عین حق پرستی ہے

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میری خود پرستی بھی عین حق پرستی ہے

Font Name : EbhamUnicode

میری خود پرستی بھی عین حق پرستی ہے

میری خود پرستی بھی عین حق پرستی ہے

میری خود پرستی بھی عین حق پرستی ہے

Font Name : ElectronUnicode

میری خود پرستی بھی عین حق پرستی ہے

میری خود پرستی بھی عین حق پرستی ہے

میری خود پرستی بھی عین حق پرستی ہے

Font Name : FarsiUnicode

میری خود پرستی بھی عین حق پرستی ہے

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میری خود پرستی بھی عین حق پرستی ہے

Font Name : Fazal

میری خود پرستی بھی عین حق پرستی ہے

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میری خود پرستی بھی عین حق پرستی ہے

Font Name : FirozUnicode

میری خود پرستی بھی عین حق پرستی ہے

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میری خود پرستی بھی عین حق پرستی ہے

Font Name : GhalibUnicode

میری خود پرستی بھی عین حق پرستی ہے

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میری خود پرستی بھی عین حق پرستی ہے

Font Name : Haider

میری خود پرستی بھی عین حق پرستی ہے

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میری خود پرستی بھی عین حق پرستی ہے

Font Name : IbtadaUnicode

میری خود پرستی بھی عین حق پرستی ہے

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میری خود پرستی بھی عین حق پرستی ہے

Font Name : IrqamUnicode

میری خود پرستی بھی عین حق پرستی ہے

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میری خود پرستی بھی عین حق پرستی ہے

Font Name : JabenUnicode

میری خود پرستی بھی عین حق پرستی ہے

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میری خود پرستی بھی عین حق پرستی ہے

Font Name : JameelUnicode

میری خود پرستی بھی عین حق پرستی ہے

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میری خود پرستی بھی عین حق پرستی ہے

Font Name : Javed

میری خود پرستی بھی عین حق پرستی ہے

میری خود پرستی بھی عین حق پرستی ہے

میری خود پرستی بھی عین حق پرستی ہے

Font Name : KafeelUnicode

میں کا خود پرستی بھی عین حق پرستی ہے

میں کا خود پرستی بھی عین حق پرستی ہے

میں کا خود پرستی بھی عین حق پرستی ہے

Font Name : KalamUnicode

میری خود پرستی بھی عین حق پرستی ہے

میری خود پرستی بھی عین حق پرستی ہے

میری خود پرستی بھی عین حق پرستی ہے

Font Name : Kaneez

میری خود پرستی بھی عین حق پرستی ہے

میری خود پرستی بھی عین حق پرستی ہے

میری خود پرستی بھی عین حق پرستی ہے

Font Name : Kinza

میری خود پرستی بھی عین حق پرستی ہے

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میری خود پرستی بھی عین حق پرستی ہے

Font Name : Kumail

میری خود پرستی بھی عین حق پرستی ہے

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میری خود پرستی بھی عین حق پرستی ہے

Font Name : KurdishUnicode

میری خود پرستی بھی عین حق پرستی ہے

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میری خود پرستی بھی عین حق پرستی ہے

Font Name : LabebUnicode

میری خود پرستی بھی عین حق پرستی ہے

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Font Name : LakhtUnicode

میری خود پرستی بھی عین حق پرستی ہے

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میری خود پرستی بھی عین حق پرستی ہے

Font Name : Mahalunicode

میرے خود پر الہی بھی عین حق پر الہی ہے

میرے خود پر الہی بھی عین حق پر الہی ہے

میرے خود پر الہی بھی عین حق پر الہی ہے

Font Name : MakkahContourUnicode

میرے خود پرستی بھی عین حق پرستی ہے

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میرے خود پرستی بھی عین حق پرستی ہے

Font Name : ManzarArabicNaskh

میری خود پرستی بھی عین حق پرستی ہے

میری خود پرستی بھی عین حق پرستی ہے

میری خود پرستی بھی عین حق پرستی ہے

Font Name : ManzarFatemiNaskh

میری خود پرستی بھی عین حق پرستی ہے

میری خود پرستی بھی عین حق پرستی ہے

میری خود پرستی بھی عین حق پرستی ہے

Font Name : ManzarIndianNaskh

میری خود پرستی بھی عین حق پرستی ہے

میری خود پرستی بھی عین حق پرستی ہے

میری خود پرستی بھی عین حق پرستی ہے

Font Name : ManzarIndoPakNaskh

میری خود پرستی بھی عین حق پرستی ہے

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Font Name : ManzorUnicode

میری خود پرستی بھی عین حق پرستی ہے

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Font Name : MasjidUnicode

میری خود پرستی بھی عین حق پرستی ہے

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میری خود پرستی بھی عین حق پرستی ہے

Font Name : Mohsin

میری خود پرستی بھی عین حق پرستی ہے

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میری خود پرستی بھی عین حق پرستی ہے

Font Name : Murtuza

میری خود پرستی بھی عین حق پرستی ہے

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میری خود پرستی بھی عین حق پرستی ہے

Font Name : Murtuza Naskh

میری خود پرستی بھی عین حق پرستی ہے

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Font Name : NaskhUnicode

میری خود پرستی بھی عین حق پرستی ہے

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Font Name : Nihal

میری خود پرستی بھی عین حق پرستی ہے

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میری خود پرستی بھی عین حق پرستی ہے

Font Name : Parvez

میری خود پرستی بھی عین حق پرستی ہے

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میری خود پرستی بھی عین حق پرستی ہے

Font Name : PushtoUnicode

میری خود پرستی بھی عین حق پرستی ہے

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میری خود پرستی بھی عین حق پرستی ہے

Font Name : Qamar

میری خود پرستی بھی عین حق پرستی ہے

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Font Name : Rehan

میری خود پرستی بھی عین حق پرستی ہے

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Font Name : RiyazUnicode

میرے خود پرستی بھی عین حق پرستی ہے

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میرے خود پرستی بھی عین حق پرستی ہے

Font Name : RouqaUnicode

میری خود پرستی برہی عین حق پرستی ہے

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میری خود پرستی برہی عین حق پرستی ہے

Font Name : SadafUnicode

میری خود پرستی برہی عین حق پرستی ہے

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Font Name : ShamsheerUnicode

میری خود پرستی برہی عین حق پرستی ہے

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Font Name : Sharmeen

میری خود پرستی برہی عین حق پرستی ہے

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Font Name : ShifaItalicUnicode

میری خود پرستی برہی عین حق پرستی ہے

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میری خود پرستی برہی عین حق پرستی ہے

Font Name : SulusUnicode
میری خود پرستی بھی عین حق پرستی ہے
میری خود پرستی بھی عین حق پرستی ہے
میری خود پرستی بھی عین حق پرستی ہے
Font Name : TalatUnicode
میری خود پرستی بھی عین حق پرستی ہے
میری خود پرستی بھی عین حق پرستی ہے
میری خود پرستی بھی عین حق پرستی ہے
Font Name : TradArabicBoldUnicode
میری خود پرستی بھی عین حق پرستی ہے
میری خود پرستی بھی عین حق پرستی ہے
میری خود پرستی بھی عین حق پرستی ہے
Font Name : UnwanUnicode
میری خود پرستی بھی عین حق پرستی ہے
میری خود پرستی بھی عین حق پرستی ہے
میری خود پرستی بھی عین حق پرستی ہے
Font Name : XebecUnicode
میری خود پرستی بھی عین حق پرستی ہے
میری خود پرستی بھی عین حق پرستی ہے
میری خود پرستی بھی عین حق پرستی ہے

Font Name : Zafar

میری خود پرستی بھی عینِ حق پرستی ہے

میری خود پرستی بھی عینِ حق پرستی ہے

میری خود پرستی بھی عینِ حق پرستی ہے

Font Name : ZakharifUnicode

ذوالقعدة وعلیہم ربیع اول ذوالحجۃ شعبان
فہرین رجب شعبان اللہ اللہ اللہ

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فہرین رجب شعبان اللہ اللہ اللہ

ذوالقعدة وعلیہم ربیع اول ذوالحجۃ شعبان
فہرین رجب شعبان اللہ اللہ اللہ

Font Name : ZoharUnicode

میری خود پرستی بھی عینِ حق پرستی ہے

میری خود پرستی بھی عینِ حق پرستی ہے

میری خود پرستی بھی عینِ حق پرستی ہے

Font Name : ZohraUnicode

میری خود پرستی بھی عینِ حق پرستی ہے

میری خود پرستی بھی عینِ حق پرستی ہے

میری خود پرستی بھی عینِ حق پرستی ہے

Font Name : Zoya

میری خود پرستی بھی عینِ حق پرستی ہے

میری خود پرستی بھی عینِ حق پرستی ہے

میری خود پرستی بھی عینِ حق پرستی ہے